

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES

(EMT, PARAMEDIC, MICN)
REFERENCE NO. 621

SUBJECT: **NOTIFICATION OF PERSONNEL CHANGE**

PURPOSE: To inform the EMS Agency of all pertinent staffing, address and telephone changes within the EMS community in order to facilitate the flow of information between organizations.

POLICY: All EMS related organizations shall complete and forward Reference No. 621.1, Notification of Personnel Change Form, whenever there is an address, telephone or personnel staffing change of one of the following positions:

Hospitals:

1. Chief Executive Officer
2. Emergency Department Medical Director
3. Emergency Department Nurse Manager
4. Base Hospital Medical Director
5. Prehospital Care Coordinator
6. Trauma Medical Director
7. Trauma Program Manager
8. EDAP Medical Director
9. Pediatric Liaison Nurse
10. PMC/PTC Medical Director
11. PMC/PTC Liaison Nurse
12. Disaster Coordinator/Emergency Management Officer (EMO)
13. Trauma Surge Coordinator
14. Stroke Center Medical Director
15. Stroke Center Program Coordinator
16. SRC Medical Director
17. SRC Clinical Director

Provider Agency:

17. Fire Chief/Chief Executive Officer
18. Paramedic Coordinator
19. Medical Director/Drug Authorizing Physician
20. EMS Educator
21. Nursing Coordinator - (Nurse Staffed Ambulance)
22. AED Program Coordinator
23. Quality Improvement Coordinator
24. General Manager/Operations Manager or Equivalent

Approved Training Programs: (EMT/Paramedic/MICN/Expanded Scope/Skills and CE)

25. Medical Director - (Paramedic only)
26. Program Director
27. Clinical Director/Coordinator
28. Principal Instructor - (EMT only)

Forward to: Los Angeles County Emergency Medical Services Agency
10100 Pioneer Boulevard, Suite 200


EFFECTIVE DATE: 7-1-93

PAGE 1 OF 1

REVISED: 04-01-16

SUPERSEDES: 02-01-13

APPROVED: _____


Director, EMS Agency

Agency


Medical Director, EMS

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES


(EMT, PARAMEDIC, MICN)
REFERENCE NO. 621

SUBJECT: **NOTIFICATION OF PERSONNEL CHANGE**

Santa Fe Springs, CA 90670 – Attention Prehospital Car Programs

EFFECTIVE DATE: 7-1-93
REVISED: 04-01-16
SUPERSEDES: 02-01-13

PAGE 1 OF 1

APPROVED: 
Director, EMS Agency
Agency


Medical Director, EMS